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Agency Secretary

# Air Resources Board

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Arnold Schwarzenegger  
Governor

## MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco  
Safety Coordinator

DATE: March 2, 2004

SUBJECT: SAFETY MEETING IDEAS -- MARCH 2004

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Suggested issues to discuss during your next meeting are:

1. **April is Earthquake Preparedness Month**

It's less than a month away but let's talk about what you do during an earthquake or tremors:

- Don't panic!
- Drop to the floor and get under a desk or table or stand in a corner or in a doorway depending on your location when the earthquake occurs. In a hallway or corridor brace yourself against the wall and duck down covering your head and eyes with your arms. If there is nothing to hold, don't concern yourself about it.
- Move away from glass, brickwork, skylights, overhead objects, and top-heavy furniture.
- Do not use elevators. If you are in one when the earthquake hits, take cover against the interior wall until the elevator stops, then GET OUT on the nearest floor. Do not continue using the elevator.
- Do not rush for the doors.
- Wait for the shaking to subside, stay put for a few minutes; an aftershock usually follows within minutes. Beware of falling debris and electrical wires.
- Stay calm and wait for instructions from the Emergency Coordinator or other emergency team members.

*The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.*

California Environmental Protection Agency

## 2. **An Important Telephone Number**

A toll-free number is available to inquire about return-to-work status and possible alternative work locations, should an emergency occur. That number is (877) 5-CALEPA or (877) 522-5372. It has been set up to provide important information about any affected Cal/EPA and BDO field offices, as well as the Headquarters Building. Employees should have this telephone number at their residence and in their wallet.

## 3. **Emergency Coordinators, Emergency Plans and Team Lists**

Each Emergency Coordinator, building Emergency Plan and available Emergency Team list can be found at:  
<http://inside.arb.ca.gov/as/safety/FACILITY.htm>. It is best to be familiar with this information before an emergency.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year. Safety Meeting Ideas are also available on the safety web site at  
<http://inside.arb.ca.gov/as/safety/mtginfo.htm>.

If you have any questions, I can be reached at (916) 323-1158 or [cfrancis@arb.ca.gov](mailto:cfrancis@arb.ca.gov)

cc: Administrative Liaisons